

TIA/MAJOR SPECIAL USE PERMIT APPLICATION

ONLY COMPLETE APPLICATIONS CAN BE SCHEDULED

Applications are accepted pending review for sufficiency and are due by noon on the submittal deadline date.

The application is a form of written testimony, and used both to show how Ordinance considerations are addressed and to convince the Governing Body that the required findings for approval can be made.

A complete application includes:

- **General Application Form**: This one-page form lists the basic site, owner and applicant information.
- **TIA/Major Use Permit Application**: Address the questions carefully and completely.
- **GIS Map(s)**: This map should highlight the site involved in your application, and show the full 300' notice area surrounding your site. For instance, **outline your property in red** on the appropriate GIS map(s); measure out from the edges of the property 300' in all directions and draw this 300' limit on the map(s). (Towers located in the County have a required measurement of 600'). (Maps are available for a fee from the Durham County Tax Assessor's Office at 200 E. Main Street [old Court House], 1st Floor) or MIS, 4th Floor, City Hall. Property Identification Numbers (PINs) and tax map numbers are required.
- **Fee**: **Payment by check is preferred.** A receipt is provided.

Major Special Use Permit Applications:

TIA Major Use Permit: \$500 plus Surcharges for advertising, letter notice and sign, plus \$1,000 Transportation fee **(\$1,710)**

Surcharges:

- | | |
|--------------------------|-------|
| • Newspaper Advertising: | \$ 90 |
| • Letter Notice: | \$ 50 |
| • Sign: | \$100 |

Site Plan: All use permits and most other applications require 2 full size plus one 11"x17" reduction of the site plan submitted with this application, and a site plan submittal for Development Review Board (DRB) review. When formal site plan approval is necessary, a professional must also prepare the plan submitted for review by the governing body. **When formal site plan approval is also required, the site plan must be filed concurrently with the use permit request. Approval will be conditional on site plan approval. The formal site plan must be reviewed by DRB prior to the case being heard before the Governing Body.**

All items must be clearly shown and labeled (with their dimensions) on the plan. Site plans submitted for DRB approval must meet Ordinance requirements, summarized on the DRB application checklist.

As Applicable:

Applicants may provide other written, drawn or photographed material as may support the request. This material is retained as part of the application.

Applicants may represent themselves or have someone as their spokesperson. Attendance at the hearing **is required**. The applicant has a very active role in the Council/Board's consideration of requests and must provide sufficient evidence to convince the Council/Board that the required findings can be made.

The Governing Body will have had the staff report and your application and map work. They will open the hearing, and ask you or your representative to present your case. (Questions may be asked of you or others in attendance). Anyone attending in opposition also has the opportunity to speak or ask questions.

The Governing Body may approve the request, approve it with conditions, continue it for more information, dismiss it or deny it. The Governing Body's decisions can be appealed to the courts within 30 days.

If you have any questions, please contact the City-County Planning Department at 560-4137 between 8:30 a.m. and 4:30 p.m. on weekdays.

(Completed by the Planning Department)

Date Filed: _____ Time Filed: _____ Accepted by: _____ Amount Paid: _____

Other Items Due: _____

Date Due: _____ **Time Due:** _____ **a.m. p.m.**

www.ci.durham.nc.us/departments/planning/

GENERAL APPLICATION FORM
For TIA/Major Use Permit
(Please Print or Type)

CASE T _____ (To be assigned by the Planning Department)

Location: _____

Zoning: _____ Proposed Use: _____

Tax Map: _____ Block: _____ Lot: _____

PIN Numbers: _____

Project Name: _____

TIA Prepared By: _____

APPLICANT'S Name, Address
and zip code: _____

FAX and Email Address: _____

Daytime Phone Number: _____

Applicant's Signature: _____

OWNER'S Name, Address
and zip code: _____

FAX and Email Address: _____

Owner's Signature: _____

Date Filed: _____ Time Filed: _____ a.m. p.m.

Accepted by: _____ Amount Paid: _____ Amount Due: _____

Other Items Due: _____

Date Due: _____ Time Due: _____ a.m. p.m.
Rev. 10/11/02

(Please print or type)

I, _____, do hereby petition the
 _____ City Council of the City of Durham
 _____ Board of County Commissioners of Durham County
 for a Traffic Impact Analysis Major Special Use Permit for a development proposal
 known as _____
 and _____ located
 _____.

For approval of the requested Traffic Impact Analysis Major Special Use Permit, the Governing Body must make all four of the required findings. **My arguments in favor of the Governing Body being able to make these findings are detailed below (with attachments as necessary):**

The traffic generated by the development and associated improvements to the street system will not have a significant adverse impact on the surrounding area.

- substantial increases in traffic on local residential streets such that the majority of the traffic is not associated with the residential properties which front on the street; or
- the need to widen local residential streets which would detract significantly from the character or basic function of a nearby street.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Finding 2:

Adequate provisions have been made for safe and efficient vehicular circulation, parking and loading, and pedestrian access.

Finding 3:

The traffic generated by the development and any proposed improvements to the street system will not have a significant adverse impact on the environment.

Significant adverse impact shall include: undue concentrations of air pollutants, or excessive noise or vibration.

Finding 4:

The traffic generated by the development can be accommodated by the existing or funded transportation system, or adequate traffic mitigation measures have been proposed within the development project.

Proposed mitigation measures shall be submitted in writing and shall become conditions of the special use permit. The adopted level of service for the roadway may be considered in the determination of the roadway's ability to accommodate traffic, but it may not be the sole determining factor in the findings of the Governing Body.

The Governing Body may attach conditions to the special use permit to ensure that adequate traffic mitigation measures are associated with new development. Conditions shall specify the traffic improvement measure, the party responsible for the improvement, the cost of the improvement, the funding measures and the proposed completion date of the improvement.

Maximum trip generation at peak hour shall be specified as a condition of multi-phased developments and may be specified with other developments. In all cases where a maximum vehicle count is specified as a condition of the special use permit, the vehicle count shall not be exceeded unless an amended Major Special Use Permit is issued by the Governing Body.

If a single special use permit is issued for a multi-phased development, the special use permit shall remain valid for eight years. After that period, a new special use permit shall be required for all phases of the development that do not have valid site plans or building permits.